



Memorandum

Office of the Village Administrator

TO: Honorable President Valdez and Village Council
FROM: Darwin D. P. McClary, Interim Village Administrator
DATE: January 25, 2021
RE: **VILLAGE ADMINISTRATOR'S REPORT**

WWTP UPGRADE PROJECT

WWTP Supervisor Retan and I met with the village's engineer for the WWTP upgrade project, Denise Plummer of Poggemeyer Design Group, to discuss the status of the project. Denise indicated that the general contractor, LaSalle, is reviewing and submitting shop drawings and ordering materials and equipment for the project. The anticipated start of construction is May. Supervisor Retan and I will be connecting with Engineer Plummer regularly to monitor the status of this project. I will also be reaching out to EGLE to discuss the project.

ACCESS TO BANK ACCOUNTS

I met with Blissfield State Bank on Thursday to facilitate the transfer of access to village bank accounts from the previous administrator. Paperwork should be completed this week. This process will need to be completed again when a permanent administrator is appointed.

TECHNOLOGY REVIEW

Clerk Novak, Treasurer Hudson, and I will be reviewing the village's current technology to determine how we might be able to more fully utilize our systems, streamline processes, and improve efficiency and productivity. A couple specific areas of review will include the village's iCompass legislative management system and the BSA financial software.

MITN BID SYSTEM

While some preparation will be necessary to implement the MITN bid system, I am working to have the village join this beneficial and very cost-effective bid system. I am hoping to have the necessary documents ready for council approval at your February 8 meeting.

DEPARTMENT HEAD MEETINGS

I met with some department heads on Thursday to discuss departmental concerns and to tour facilities and am scheduled to meet with the remaining departments tomorrow. I have also set

up weekly Zoom management team meetings so that department heads and I can meet regularly to review council meeting items, share department information, and discuss issues and concerns.

PARKS AND RECREATION ADVISORY BOARD

I attended the Parks and Recreation Advisory Board Zoom meeting on Thursday and am looking forward to working with Parks and Recreation Director May and this awesome and dedicated group over the next few months.

VILLAGE ADMINISTRATOR AFTER-HOURS

I have set up Village Administrator after-hours for each Wednesday from 5:00 PM to 7:00 PM to provide an opportunity for citizens to meet with me by appointment via Zoom or phone to discuss any issues or concerns. I am hoping that these meetings help to make village hall more convenient, accessible, and responsive to the needs of the community.

COUNCIL/ADMINISTRATOR INDIVIDUAL MEETINGS

I invite and encourage village trustees to consider setting up regular times to meet with me to connect and discuss village business. If you have not already done so, please take a moment to send me some dates and times you are available to meet, and I will do everything I can to accommodate your schedules.

Village President Valdez and I have scheduled weekly meetings for Monday afternoons.

UPCOMING MEETINGS

- DDA Main Street Commerce Committee – January 30, 5:30 PM
- Planning Commission – February 1, 7:00 PM
- DDA Main Street Design Committee – February 4, 5:30 PM
- Library Board – February 4, 7:00 PM
- Village Council Regular Meeting – February 8, 7:00 PM

CURRENT PROJECT LIST

- Village Administrator Search
- WWTP Upgrades
- Pool Facility Punchlist Items
- Rotary Trail Project and Grant Application
- MITN Bid System Implementation
- Technology Review (iCompass, BS&A)